

Welcome to the Archives of Michigan! The staff looks forward to making your visit productive and pleasant.

The Archives of Michigan contains "primary" materials, which are usually handwritten or typewritten one-of-a-kind documents. These records include correspondence, diaries, reports, registers, field notes, architectural drawings, photographs, sound recordings and maps. Because these documents are unique, the Archives has developed the following rules and procedures to protect materials from theft and damage.


Using the Archives

- Visitors to the Archives must register before entering. A user card will be issued at your initial visit. This helps the archives track the use of its materials.
- All coats, carrying cases, backpacks, notebooks, purses, etc. must be left in the designated lockers outside the reading room. This helps maintain security of the archival materials.
- A researcher may take only pencils and paper into the archives. Ink pens are prohibited because they can make permanent marks on the documents. Please talk to an archivist for special permission to use a typewriter, tape recorder, computer, camera or other equipment.
- Food, beverages, gum, candy and tobacco products are not allowed in the archives. They can damage the documents and attract insects that eat paper.
- Children should be accompanied by an adult. The archives reserves the right to request that children not handle certain documents due to their fragility.
- Cellular phones are permitted in the reading room. Please set phones to vibrate so other researchers will not be disturbed. Cellular phones may be used in the reception area without restriction.

Getting Started

- As soon as you enter the reading room please proceed to the reference desk. The reference archivist will discuss your research topic with you and help you locate all pertinent holdings.
- The reference archivist will assign you a table, which you should use throughout your visit. This improves security and allows more efficient service.
- To obtain the documents you want, submit a call slip. The archivist will help you fill it out, and a staff member will deliver the documents to your table. Only one folder from one box may be out at any time. This helps avoid misplacement of documents.
- Your last opportunity to submit a call slip and make photocopies is at 3:45 p.m. All records must be returned to the reference desk 5 minutes before closing.
- Archival stacks are closed to the public to ensure the security of our confidential records.
- Some collections are restricted by statute or donor and special authorization is required to look at them. The reference archivist can tell you how to obtain such permission. To review these sensitive documents, you must possess proof of permission granted by the creating agency and present a picture identification.
- The archives reserves the right to limit use of materials that are unprocessed, of exceptional value or in fragile condition. Original records are not normally made available when microfilm copies are available.

Using the Records

- Archival materials may not be taken out of the reading room. You may use only 1 box or 2 volumes of records at a time. This helps keep records in the proper container so they may be easily located for the next researcher.
 - Please use only one folder at a time. Do not remove contents from the folder; keep materials in the exact order in which you found them. If a mistake is discovered, notify the reference archivist. Please put folders back into their original sequence.
 - Handle records with care and keep them flat on the table. Do not lean on, mark, fold, trace over or otherwise risk damage to the documents.
 - You may be asked to wear nylon gloves before handling some materials or documents. This keeps dirt, acids and oils from accumulating on delicate records.
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- Please do not reshelve books or refile microfilm. Either leave books on your table or return them to the reference desk. Put microfilm on the microfilm return tables at the rear of the room.
 - If you wish to reproduce an item (photocopy, photograph, etc.), please ask the reference archivist for assistance. The archivist will provide you with order forms, cost estimates and instructions for such services. If you want to have a document copied, do not remove it from the folder or card catalog. The reference archivist will tell you how to identify it.

Concluding Your Visit

- Check out with the reference archivist before leaving the reading room at any time.
- If citing materials from the archives, please use the format proposed in the "Suggested Citation" flyer available at the reference desk. The State Archives would appreciate receiving a copy of your published materials based on its documents.
- The Archives of Michigan is pleased to provide access to its collections for educational and research purposes. Be advised, however, that the written permission of the copyright owners and/or other rights holders (such as publicity and/or privacy rights) is required for distribution, reproduction, or other use of protected items beyond that allowed by fair use or other statutory exemptions. The responsibility for making an independent legal assessment of an item and securing any necessary permission ultimately rests with persons desiring to use the item.
- Any visitors may be asked to present the materials in their possession for examination by a staff member. A visitor found removing items from the archives without authorization will be subject to prosecution in a Michigan court.

Archives of Michigan

P.O. Box 30740
702 W. Kalamazoo Street
Lansing, MI 48909

Reference Hours

Visit our Web site at www.michigan.gov/archivesofmi
for the latest visitor information

General Information & Reference Desk

(517) 373-1408

Services for State & Local Government Agencies

(517) 373-1415

Donations to the Archives

(517) 373-1415

Fax

(517) 241-1658



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If you need an accommodation or have been denied services, telephone (517) 335-2674 or TDD (517) 322-1477

The Archives of Michigan is part of the Michigan Historical Center, an agency of the Department of History, Arts and Libraries. Dedicated to strengthening the economy and enriching the quality of life by providing access to information, preserving and promoting Michigan's heritage, and fostering cultural creativity, the department also includes the Library of Michigan, Mackinac Island State Park Commission, the Michigan Council for Arts and Cultural Affairs, the Michigan Film Office.

Using the Archives of Michigan

Research Guidelines

